

Information Technology
Accounting II
Course Code # 3780
1 Credit

School Year _____

Term: ____ Fall ____ Spring

Prerequisites: Accounting II

Recommended Prerequisites or Concurrent with: Computerized Accounting

Student:	Grade
Teacher	School:
Number of Competencies in Course: 29	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Note 1: A paid, credit-generating work-based learning component is recommended for advanced students.

Standard 1.0 The student will perform operations necessary to plan, control and evaluate business operations for a departmentalized accounting system.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Record departmental sales, cash receipts and payments, purchases and payroll.			
1.2	Prepare financial reports at end-of-fiscal period.			

Standard 2.0 The student will analyze general accounting adjustments for uncollectable accounts, merchandise inventory, depreciation, notes payable and receivable, accrued expenses and revenue, prepaid expenses and unearned revenue.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Analyze and prepare adjustments for uncollectible accounts using the direct write-off method and allowance methods and compute accounts receivable turnover ratios and average number of days to pay.			
2.2	Analyze methods related to planning, counting and assigning cost to inventory.			
2.3	Analyze and journalize the acquisition, depreciation and disposal of plant assets.			
2.4	Calculate depreciation on plant assets using straight-line, declining balance, sum-of-the-years digits, modified accelerated cost recovery system (MACRS) and calculate depletion of plant assets due to removal of natural resources.			
2.5	Calculate and journalize adjustments for notes payable and receivable, prepaid and accrued expenses and unearned and accrued revenue.			

Standard 3.0 The student will examine the process of organizing, paying dividends, acquiring additional capital and reporting financial statements for a corporation.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Analyze practices and journalize transactions related to the start-up of a corporation, stock subscriptions, dividend declaration and payment.			
3.2	Analyze and journalize entries for acquiring additional capital, treasury stock and bonds payable.			
3.3	Prepare and analyze financial statements for a corporation at the end of a fiscal period.			
3.4	Calculate federal income tax for a corporation.			

Standard 4.0 The student will plan budgets, organize accounting information for management decisions, analyze financial statements and prepare cash flow analyses.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Analyze and prepare budgetary planning and controls for the financial operations of a business.			
4.2	Compare the projected amounts budgeted with the actual amounts received and spent for a specific period of time.			
4.3	Calculate analysis figures for making wise management decisions.			

Standard 5.0 The student will calculate and document cost accounting records for a merchandising and a manufacturing business.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Analyze cost accounting records for a merchandising business using responsibility accounting.			
5.2	Analyze cost accounting records for a manufacturing business.			
5.3	Prepare accounting transactions and financial statements for a manufacturing business.			

Standard 6.0 The student will perform special accounting procedures for not-for-profit organizations, voucher systems and partnerships.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Plan and prepare budget information and record financial transactions for not-for-profit and governmental organizations.			
6.2	Prepare financial reports for not-for-profit and governmental organizations.			
6.3	Prepare forms and records for a voucher system as a method of cash control.			
6.4	Determine the steps necessary to form and expand a partnership.			
6.5	Record journal entries for forming a partnership, admitting new partners and reporting financial transactions for a partnership.			

Standard 7.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Demonstrate self-initiative through group projects.			
7.2	Examine the value of leadership skills.			
7.3	Illustrate image building and public relations techniques.			
7.4	Assess decision-making skills.			
7.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.			
7.6	Demonstrate parliamentary procedure skills through group activities.			
7.7	Analyze the goals and apply principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional Comments: _____